

**MAYOR'S YOUTH ADVISORY COUNCIL**

	Telephone	Orig. 6rmt	Exp. Date
BURNISTON, MARY MARGARET 2983 Bandera Highway	(512) 656-3208	05-10-16	05-23-17
COOK, CHRISTIAN 1101 Lytle Street	(870) 688-2677	08-12-16	05-23-17
COOPER, LEXI 270 Kelly Creek Rd. Ingram, TX 78025	(830) 928-7949	06-14-16	05-23-17
DAO, KIANNA 2319 Trails End	(830) 890-8205	05-10-16	05-23-17
EXUM, NAOMI 2105 Singing Wind Dr. #203	(830) 928-4980	05-10-16	05-23-17
FREEMAN, SHELBY 1040 Saddle Club Dr.	(210) 710-4092	06-14-16	05-23-17
GARCIA, ROMAN 934 Pecan Street	(830) 370-1649	08-12-16	05-23-17
GARCIA, SYDNEY 118 Cedar Way	(830) 377-8411	05-10-16	05-23-17
GUERRIERO, WILLIAM 307 Lakewood Dr.	(832) 727-2137	08-12-16	05-23-17
LORANGE, NICOLE 326 Secret Valley	(830) 285-1280	08-12-16	05-23-17
OLMSTED, MASON P.O. Box 804 Hunt, TX 78024	(214) 215-0220	08-12-16	05-23-17
PRISLOVSKY, LYDIA 120 Briarwood Lane	(830) 370-4424	08-12-16	05-23-17
SCOCCIA, ILEANA 1900 Summit Top	(830) 992-908?	08-12-16	05-23-17
SOTH, EMMA 430 Timber Ridge Dr.	(830) 257-9949	06-14-16	05-23-17
STANTON, RYAN 2103 Trail Wood Circle	(830) 928-9774	05-10-16	05-23-17

**ALTERNATE:**

DULAS, BAILEY  
1343 Bandera Highway #303

(830) 955-5622

08-12-16

05-23-17

COUNCIL Ex-OFFICIO: Bonnie White, Bonnie.White@kerrvilletx.gov

**Staff Contact Person:**

Kaitlin Berry, (830) 258-1116, kaitlin.berry@kerrvilletx.gov

Qualifications: Resident of the county and current student in grades 9-12.

Purpose:

- Provide input from a youthful point of view for the Kerrville City Council on community affairs and issues.
- Provide an overview of the complexity and variety of opportunities through public service;
- Empower youth from various backgrounds to become active members in their community, encouraging them to have an everlasting effect on the future of the city;
- Develop youth leaders committed to learning about local government and the roles they can have in it;
- Make a difference in the community and in the lives of youth; and
- Provide valuable youth perspectives that will focus on volunteerism, community service and providing feedback to the Mayor and city leadership.

Term of Office: One School Year

Quorum: Eight

Number of Members: Fifteen and one alternate

Meeting Time & Place: Second Thursday of each month during the school year; 4:30 p.m.; City Hall Upstairs Conference Room.

Revised: August 26, 2016

AGENDA FOR REGULAR MEETING

CITY OF KERRVILLE, TEXAS

MAYOR'S YOUTH ADVISORY COUNCIL

THURSDAY, SEPTEMBER 8, 2016 AT 4:30 P.M.

KERRVILLE CITY HALL UPSTAIRS CONFERENCE ROOM

701 MAIN STREET, KERRVILLE, TEXAS

**AGENDA FOR MEETING OF THE  
MAYOR'S YOUTH ADVISORY COUNCIL  
THURSDAY, SEPTEMBER 8, 2016, 4:30 P.M.  
UPSTAIRS CONFERENCE ROOM  
CITY HALL, 701 MAIN STREET, KERRVILLE, TEXAS**

**CALL TO ORDER**

**INVOCATION**

**PLEDGE**

**1. VISITORS / CITIZENS FORUM:**

Any citizen with business not scheduled on the agenda may speak to the council. No deliberation or action can be taken on these items because the Open Meetings Act requires an item be posted on an agenda 72 hours before the meeting. Visitors are asked to limit their presentation to three minutes.

**2. WELCOME:**

2A. Welcome and Introductions by Mayor White.

2B. Individual Member Introductions.

2C. Overview of Council goals, policies and procedures and future meeting format.

**3. TOUR OF CITY HALL**

**4. DISCUSSION AND POSSIBLE ACTION:**

4A. Discuss Council priorities for the 2016-2017 school year.

4B. Appoint a Chair.

4C. Appoint a Vice-Chair.

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The Facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this event. Please contact the City Secretary's Office at 830-258-1118 for further information.

I do hereby certify that this notice of meeting was posted on the bulletin board at the city hall of the City of Kerrville, Texas, and said notice was posted on the following date and time August 31, 2016 at 4:00 p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

\_\_\_\_\_  
Cheryl Brown

\_\_\_\_\_  
Deputy City Secretary, City of Kerrville, Texas

4D. Appoint a Secretary.

**5. ITEMS FOR FUTURE AGENDAS**

**6. ANNOUNCEMENTS**

**7. ADJOURNMENT**

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The Facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this event. Please contact the City Secretary's Office at 830-258-1118 for further information.

I do hereby certify that this notice of meeting was posted on the bulletin board at the city hall of the City of Kerrville, Texas, and said notice was posted on the following date and time August 31, 2016 at 4:00 p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Cheryl Brown

Deputy City Secretary, City of Kerrville, Texas

TO BE CONSIDERED BY THE MAYOR'S YOUTH ADVISORY COUNCIL,  
CITY OF KERRVILLE, TEXAS

SUBJECT: Welcome and Introductions by Mayor White

AGENDA DATE: September 8, 2016      DATE SUBMITTED: August 26, 2016

SUBMITTED BY: Kaitlin Berry  
Special Projects Manager

EXHIBITS/INFORMATION: City Organization Chart, City Council Organization, Chart, a list of all City Boards and Commissions and overview of the Purpose and Mission of the Mayor's Youth Advisory Council.

APPROVED FOR SUBMITTAL BY CITY MANAGER:

Expenditure	Current Balance	Amount	Account
Required:	in Account:	Budgeted:	Number:
\$	\$	\$	

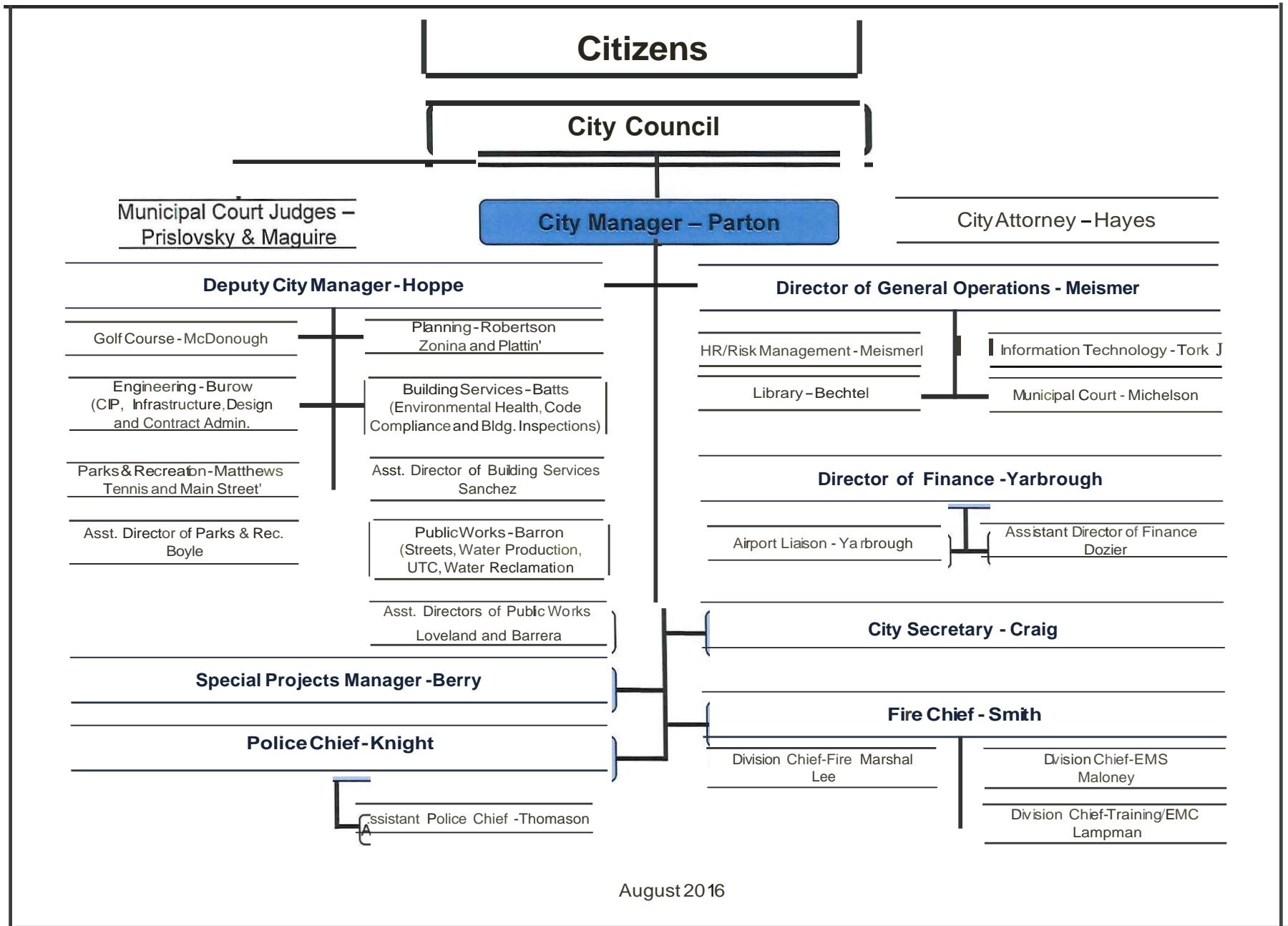
PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

SUMMARY STATEMENT

Mayor White will introduce herself and staff liaison, Kaitlin Berry, and provide background information about the Mayor's Youth Advisory Council and why it was established. An *overview* of how the City is managed will be provided along with a brief "Meet the Chiefs" session where various department heads will introduce themselves and give a brief description of their job duties.

RECOMMENDED ACTION



August 2016

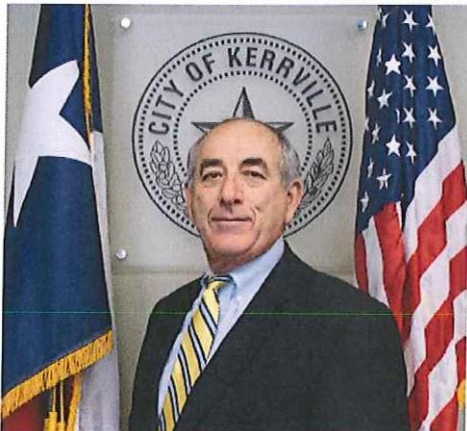
# KERRVILLE CITY COUNCIL



BONNIE WHITE  
MAYOR



STEPHEN FINE  
MAYOR PRO TEM



GLENN ANDREW  
COUNCILPERSON  
PLACE TWO



GARY STORK  
COUNCILPERSON  
PLACE THREE



GENE ALLEN  
COUNCILPERSON  
PLACE FOUR



## **KERRVILLE BOARDS AND COMMISSIONS**

Joint Airport Board Airport Terminal Conference Room 1877 Airport Loop Road	Second Wednesday 8:30 a.m.
Beautification Advisory Committee City Hall Upstairs Conference Room 701 Main Street	First Thursday 1:00 p.m.
Building Board Adjustments and Appeals City Hall Council Chambers 701 Main Street	TBA
Economic Improvement Corporation City Hall Council Chambers 701 Main Street	Third Monday 4:00 p.m.
Food Service Advisory Board City Hall Council Chambers 701 Main Street	December 20 3:00 p.m.
Golf Course Advisory Board City Hall Upstairs Conference Room 701 Main Street	Fourth Thursday 4:30 p.m.
Library Advisory Board Library Meeting Room 505 Water Street	Third Tuesday 3:00 p.m.
Main Street Advisory Board City Hall Council Chambers 701 Main Street	Fourth Thursday 3:30 p.m.
Mayor's Youth Advisory Council City Hall Upstairs Conference Room 701 Main Street	Second Thursday 4:30 p.m.
Parks and Recreation Advisory Board City Hall Council Chambers 701 Main Street	Third Thursday 8:15 a.m.
Planning and Zoning Commission City Hall Council Chambers 701 Main Street	First & Third Thursday 4:30 p.m.
Zoning Board of Adjustments Kerrville City Hall, Council Chambers 701 Main Street	TBA 3:00 p.m.

# **Mayor's Youth Advisory Council**

## **History**

In 2016 the Mayor's Youth Advisory Council (MYAC) was established by Mayor Jack Pratt and the Kerrville City Council.

## **Purpose**

The Mayor's Youth Advisory Council (MYAC) shall be advisory in nature for the purpose of providing participation from a youthful point of view for the Kerrville City Council on community affairs and issues. Additionally, the program provides an overview of the complexity and variety of opportunities, through public service, and empowers youth from various backgrounds to become active members in their community, encouraging them to have an everlasting effect on the future of their city.

## **Mission**

The MYAC serves Kerrville through community participation, taking initiatives directed toward effective change that benefits local youth and provides positive community impact through organized participation in various city sponsored activities and events.

## **Goal**

Develop youth leaders committed to learning about local government and the roles they have in it; make a difference in the community and the lives of youth; recognize and use their voice; and represent other youth in the City of Kerrville.

To accomplish their goals they will have access to the leaders in the City of Kerrville and will work actively with them to create their shared vision of a Kerrville that values its youth.

A community-wide initiative to reinforce positive behaviors and attitudes among all Kerrville teen residents.

## **Membership**

MYAC shall be made up of a maximum of 15 board members comprised of youth in grades 9-12 living in Kerr County.

A Kerrville City staff member will serve as a liaison for the Council and the Mayor will be an ex-officio member.

TO BE CONSIDERED BY THE  
MAYOR'S YOUTH ADVISORY COUNCIL,  
CITY OF KERRVILLE, TEXAS

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SUBJECT: Individual Member Introductions

AGENDA DATE: September 8, 2016

DATE SUBMITTED: August 26, 2016

SUBMITTED BY: Kaitlin Berry  
Special Projects Manager

EXHIBITS/INFORMATION:

APPROVED FOR SUBMITTAL BY CITY MANAGER:

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Expenditure	Current Balance	Amount	Account
Required:	in Account:	Budgeted:	Number:
\$	\$	\$	

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

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SUMMARY STATEMENT

Each member will be asked to stand and provide a one minute introduction including information about his or her school, goals for the council and any other pertinent information.

RECOMMENDED ACTION

TO BE CONSIDERED BY THE  
MAYOR'S YOUTH ADVISORY COUNCIL,  
CITY OF KERRVILLE, TEXAS

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SUBJECT: Overview of Council goals, policies and procedures and future meeting format.

AGENDA DATE: September 8, 2016

DATE SUBMITTED: August 26, 2016

SUBMITTED BY: Kaitlin Berry  
Special Projects Manager

EXHIBITS/INFORMATION: MYAC Goals and Policies, Procedural Rules for Kerrville City Boards, and List of Future Meeting Dates.

APPROVED FOR SUBMITTAL BY CITY MANAGER:

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Expenditure	Current Balance	Amount	Account
Required:	in Account:	Budgeted:	Number:
\$	\$	\$	

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

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SUMMARY STATEMENT

Mayor White will provide an overview of the goals, policies and procedures and future meeting format for the Mayor's Youth Advisory Council and answer any questions council members may have.

RECOMMENDED ACTION

## **Term**

The minimum term of office is one school year (September to June). Once appointed, Council members will be considered for reappointment for the duration of their high school enrollment. At the completion of each year the staff liaison will recommend to the City Council the reappointment of active and contributing Council members. The Council's success hinges on the experience and guidance of returning members. Students may choose not to reapply due to competing priorities.

## **Appointment to the Mayor's Youth Advisory Council**

In order to be considered for appointment to the Mayor's Youth Advisory Council, all students, including returning students, must complete an application.

After the applications have been processed, select students will participate in small group interview sessions at which time the student's interest in local government and ability to fully participate in the program will be evaluated.

The selection of student representatives will be carried out by the City Council

### **Qualification Criteria**

- The program will only be open to youth in grades 9-12
- Students must live in Kerr County
- Enrollment is limited and diversity sought in class makeup that is representative of the community
- Students must commit to attending all sessions. Events will include an Induction Ceremony, a tour of City Hall, the municipal court and other city facilities, and attendance at various community meetings
- Students must have solid communication skills
- Students must be able to work well with others in a collaborative manner
- Students must be able to think holistically to see all challenges and willing to actively search for and work toward solutions
- Students must maintain good academic performance

## **Responsibilities of All Council Members**

1. To attend all meetings.
2. To complete a required training on open meetings law in Texas.
3. To play an integral role on the Council by actively participating and contributing to projects and special events coordinated by the Council.
4. Members must notify the staff liaison to inform of their absence from a meeting if they are unable to attend.
5. Propose productive projects and ideas designed to assist in the fulfillment of the purposes of the Mayor's Youth Advisory Council.

## **Attendance and Regrets**

Attendance at monthly MYAC meetings is critical to the success of the Mayor's Youth Advisory Council to ensure that each meeting has a reflective representation of the teen community in Kerrville.

Because enrollment is limited, attendance becomes even more important.

When a Council member misses three (3) regular Council meetings, without explanation or valid regrets, they may be asked to step down from the Council.

School activities and family emergencies are acceptable absence excuses, but verification by a parent may be requested.

Regrets should be sent as early as possible to the staff liaison. Failure to notify will result in an unexcused absence.

In the case of a vacancy, the City Council will then be responsible for appointing a replacement.

## **Procedures and Protocol**

### **A. Decision Making**

The Council will approve by motion any matters it wishes to advise City Council.

A resolution of the Council will be adopted on a motion, and carried by a simple majority vote. A quorum will be required. A quorum consists of a minimum 50% + 1 of the voting members of the Council

## **B. Meetings**

Meetings of the Council will normally be held on the second Thursday of each month at 4:30pm, or at the call of the Mayor or MYAC Chair. Meetings will generally be held at the Kerrville City Hall. Meetings will generally be open to the public.

## **C. Council Updates**

The Mayor's Youth Advisory Council will provide a minimum of two (2) updates to City Council each year regarding their activities.

## **Council Projects/Special Events**

Based on the mission and purpose, the Council will establish its priorities at the beginning of each school year and develop a work program with which to focus its attention. Additionally the Council may address items referred to it by others.

The Council may consider matters that members deem to be of importance and within the scope of the Council's responsibilities. The Mayor's Youth Advisory Council may also consider matters referred to it by City Council. Additionally the Council may also consider matters identified by youth in the community. Such matters should be identified and explained in writing, addressed to the staff liaison. The Council will consult with the staff liaison regarding all matters and the corresponding work plan.

## **MYAC Leadership**

The members of the Mayor's Youth Advisory Council will appoint a Chair, Vice-Chair, and Secretary.

## **Elections**

Elections will be held each year to determine leadership of the Council. Nominations will be collected during the first meeting of each term. Each nominee will have 2-3 minutes to speak about what makes him or her the best candidate for the office and why he or she should be elected. A written vote will be taken on an official ballot. All Council members will be allowed to vote once for each office, even if they are a nominee. Ballots will be collected and counted by the city staff liaison. The nominee with the most votes will be elected to the leadership role. In the event of a tie, council members will be asked to recast their vote for the two members receiving the most number of votes. If the tie exists after the second recasting of votes, then the election will be postponed until the remaining leadership positions are elected. A vote of the elected officers will break any remaining ties.

## Code of Conduct

I pledge to join the City of Kerrville in being a role model in a community where we all respectfully and harmoniously live, work, shop, and play and to encourage personal responsibility and a commitment to ensure Kerrville remains a community of respect, embracing and celebrating our diversity.

Therefore, I promise to:

1. Be a caring citizen, always looking out for and supporting others
2. Respect and listen to those in authority
3. Be considerate of the environment and the property of others
4. Be respectful in my behavior and attitude by not being disorderly, disruptive, or using inappropriate language.
5. Choose not to engage in behaviors or acts harmful to others or myself
6. Always be brave, steadfast, and stand up for and speak up for what is right.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# PROCEDURAL RULES

## KERRVILLE CITY BOARDS

### **SECTION 1. GENERAL PROVISIONS**

**1.1 Scope of Rules.** These rules govern the conduct of all City boards and are intended and should be interpreted to ensure fair and open deliberations and decision making. These rules shall apply unless in conflict with state law. The term "board" means board, commission, or committee.

**1.2. Technical Parliamentary Forms Abolished.** Except as specifically required by these rules, the boards shall not use any formal points of parliamentary order, personal privilege, parliamentary inquiry or other technical forms.

**1.3. Rulings; Matters Not Covered.** Rulings on procedure are governed by the presiding officer or by a majority of the board members which would prevail. Any matter or order or procedure not covered by these rules shall be deferred to the presiding officer or legal counsel as appropriate.

**1.4. Interpretation.** These rules are intended to supplement and shall be interpreted to conform with the statutes of the State of Texas and the charter and ordinances of the City. In general, these rules shall be interpreted to allow the majority to prevail but preserve the right of the minority to be heard. In addition, should a conflict arise between any rule and another city ordinance or code provision, the ordinance or code provision shall control.

**1.5 Standing Boards Defined.** Standing boards are defined as somewhat permanent boards as established by City ordinances or resolutions.

**1.6 Ad Hoc Boards Defined.** Ad hoc boards are defined as temporarily appointed boards that terminate upon completion of their specific task or the special purpose for which it was created, or when abolished by a majority vote of the City Council. No ad hoc board shall have powers other than advisory to the City Council.

**1.7 Working with City Staff.** Board members are encouraged to communicate openly with the appropriate City staff member or members of the City Manager's Office. Board members should understand that they are not responsible for supervision of any City operation; therefore, they should not direct or instruct any City staff member, nor become involved in supervising personnel or operational issues. If a board member has any concerns regarding such matters, they should contact the City Manager.

**1.8 Budget.** The City Manager may ask boards to provide input regarding elements of the City's annual budget.

**1.9 Rules to be Provided to Members.** The City Secretary shall be required to provide a copy of these procedural rules to all board members and maintain a file acknowledging each member's receipt of these rules.

**1. 10. Authority to Change and Adopt Rules of Procedure.** The City Council has the authority to establish and/or modify rules governing City boards.

## **SECTION 2. APPOINTMENT/REMOVAL PROCESS**

**2.1 Application Process.** Citizens interested in serving on a board may obtain an application through the City Secretary's Office and submit the completed application to the City Secretary's Office. City Council members may be appointed to membership on a City board, where Council membership is appropriate, without submitting an application.

**2.2 Appointment Process.** The City Council shall consider applications and make appointments to City boards.

**2.3 Eligibility Requirements/Qualifications.** Each board may have specific qualifications and term limits for membership. All appointments to boards must be made in compliance with those qualifications, and members must continue to comply with all membership qualifications throughout their term of office to avoid forfeiting membership. Councilmembers shall not be eligible for membership on a board except as specifically required by the ordinance or resolution establishing the board or as allowed by state law.

**2.4 Multiple Memberships.** A person may not serve on more than one board at a time; however, a board member may be allowed to resign from one board to accept membership on another board if appointed by the City Council. The City Council may allow a person to serve on an ad hoc board in addition to their standing board, provided that state law does not prohibit such duplicate membership(s).

**2.5 Notice of Appointment.** After the City Council appoints a person to serve as a member of a board, the City Secretary will notify the appointee in writing of the appointment.

**2.6 Serve Until Replaced.** From time to time, board members may resign prior to completion of their term; also, when a board member's term is due to expire, a replacement may not be immediately available. In such instances, board members may continue to serve until replaced in order to maintain a full board.

**2.7 Council Liaison Member.** The City Council may, by a majority vote, appoint one of its members as a liaison, non-voting member to any board. A Councilmember serving as liaison member of a City board will act to relay Council actions concerning board items and to report back to Council as appropriate. Council liaisons and staff members will also abide by these procedural rules. Councilmembers may serve as a regular voting member of a board as allowed by the ordinance or resolution establishing the board or as allowed by state law.

**2.8 Removal of Member.** The City Council may remove any member of any board by a majority vote.

### **SECTION 3. RESPONSIBILITIES OF BOARD MEMBERS**

**3.1 Oaths and Training.** Upon notification of appointment or reappointment, it shall be the responsibility of every board member to report to the City Secretary's office to be administered the Statement of Elected/Appointed Officer, the Oath of Office, and to receive instruction on how to complete the required open government training within 30 days of appointment. Any member who fails to take the statement and oath, or fails to complete the required open government training, may subject their membership to be terminated pursuant to Council action.

**3.2 Attendance.** Prior to an appointment to a board, an applicant should familiarize himself/herself with the board's meeting schedule. In order to be fully aware of issues before the board, it is imperative that members are faithful in their attendance at meetings. Any member who is absent from twenty-five percent (25%) of the board's regular meetings during any twelve (12) month period, or who is absent from any three (3) consecutive regular meetings, shall be considered for removal by the City Council. The staff member has the responsibility of reporting a member's non-attendance to the City Council in writing, and the City Secretary shall notify the board member in writing that their non-attendance has been reported to the City Council. However, a member whose absences are directly related to a medical or family emergency may seek consideration from the board upon which they serve to qualify such absences as excused.

**3.3 Responsibility to Vote.** No member may be excused from voting on any matter except when such member has a conflict of interest as defined by state law.

**3.4 Member Not Voting.** Any board member refusing to vote, and not excused from voting due to a conflict of interest, shall be considered in violation of these rules and will be recorded in the minutes as voting in the affirmative of the motion. If a member continues to choose not to vote on matters brought before the board, the City Council may consider further action. The staff member has the responsibility of reporting a member's non-voting to the City Council in writing, and the City Secretary shall notify the board member in writing that their conduct has been reported to the City Council.

**3.5 Conflict of Interest.** Any board member prohibited from voting by a conflict of interest as defined by state law, shall announce the same at the commencement of consideration of the matter and shall not enter into discussion or debate on said matter. In such case, the member shall file with the recording secretary the Affidavit Conflict of Interest form indicating the reason for abstaining. The member shall then announce their conflict to the board and leave the meeting room until discussion of and vote on the issue has been completed. Further, that member shall not discuss the matter with other members of the board at any time.

## **SECTION 4. OPEN GOVERNMENT**

**4.1 Open Meetings.** In accordance with Section 3.01 of the City Charter, all meetings of all boards shall be open to the public, and boards shall be subject to the Texas Open Meetings Act (Texas Government Code Chapter 551, as amended) and the Public Information Act (Texas Government Code Chapter 552, as amended). A meeting is defined as a gathering at which a quorum of the members of a board are present and discuss, receive information, or provide information regarding board business to a third party, including an employee of the City.

**4.2 Texas Open Meetings Act.** The Texas Open Meetings Act requires that every meeting of a governmental body be open to the public; in an effort to increase the public's awareness of and participation in local government, the city council finds that the provisions of this act should govern all meetings of all boards appointed by the City Council. Board members shall not communicate or deliberate outside of a posted meeting in an attempt to evade the Open Meetings Act.

**4.3 "Walking Quorums" Prohibited.** Members shall not attempt to avoid complying with the Open Meetings Act by deliberating business without a quorum being physically present in one place and claiming that it is not a meeting, such as: 1) serial meetings of less than a quorum; and 2) telephone discussions.

**4.4 Posted Notice/Meeting Agendas.** A posted notice sufficient to detail the subject(s) to be discussed is required prior to any meeting of any board. No closed meetings (executive sessions) are allowed by any board except in strict accordance with the Open Meetings Act. It is the responsibility of the staff member to prepare, post, and distribute agendas which comply with state law.

**4.5 Public Information Act.** The Texas Public Information Act (PIA) provides that all information held by a governmental body, including boards, must be released to the public upon request, unless the information falls within one of the PIA's specific exceptions to disclosure. Requests for public information shall be filed with the City Secretary.

**4.6 Email Policy.** Board members are herein made aware that electronic mail is information that may be subject to public disclosure. Thus, if communications occur via electronic mail with other board members, City Council, City staff, or the public regarding any City business through their personal home and business computers via a private internet account, such information is considered to be public information and subject to the Public Information Act. Further, under the PIA, such communications must be maintained, either electronically or by hard copy, for the required time retention period. For further information or clarification, please contact the City Secretary.

## **SECTION 5. OFFICERS OF THE BOARD**

**5.1 Chair.** Unless the City Council appoints the chair, chairs for all boards shall be determined by a majority vote of its members. The function of the chair is to provide leadership to the group, including ensuring that meetings are conducted in accordance with these established rules and procedures.

**5.2 Vice-Chair.** The vice-chair shall perform the duties of the chair in their absence. In the absence of the chair and vice-chair, the remaining members may appoint one of their own as the presiding officer, provided a quorum of the board is in attendance. The presiding officer shall vacate those duties upon the presence of the chair or vice-chair.

The chair, vice-chair, or presiding officer retains all rights and privileges of a member of the board, including the making of and seconding of a motion, and participating in the discussion and voting on any matter before the board.

**5.3 Other Officers.** Boards may also elect other officers from among their membership in accordance with the bylaws or resolution of each board. Each member may serve in only one position on a board at a time.

## **SECTION 6. AGENDAS, CONDUCT OF MEETINGS, AND MINUTES**

**6.1 Agendas and Deadlines.** The order of business of each meeting of a board shall be contained in a written agenda, which shall be a listing of the specific topics to be discussed. Any topic not specifically listed on the agenda shall not be discussed by the board as such discussion would be a violation of the Texas Open Meetings Act. Instead, anyone, including a member of the public, may request the placement of the issue on a future meeting agenda. The agenda shall be prepared by the City staff member in conjunction with the board chair. Any person wishing to have a matter heard by the board shall make a written request containing a summary statement of the proposed presentation to the staff member or board chair before 5:00 p.m. on the sixth day preceding said meeting. The staff member shall be responsible for submitting the agenda to the City Secretary to be posted at least seventy-two (72) hours before the meeting. The agendas for all boards shall be posted on the official bulletin board specifically designated for that purpose at City Hall. The City Secretary shall also post notice of all board meetings on the City's website. The staff member shall provide the agenda to all board members and to the news media at the time of agenda posting. Board members will be provided with agenda materials as much in advance of the meeting as possible.

**6.2 Control of Discussion.** The chair shall control discussion on each agenda item to assure full participation of all members to make certain that discussions are confined and focused on subjects listed on the agenda. The chair will preserve order and decorum, preventing the impugning of any member's motives or other personal comments not relevant to the orderly conduct of business. The chair shall request that

all speakers keep their comments brief and relevant to the agenda subject and should not allow abusive, rude, or inappropriate conduct by any member or speaker.

Anyone speaking, including a board member, shall speak only after being recognized by the chair, shall limit remarks to the subject at hand, and shall not be interrupted except by the chair to enforce these rules.

**6.3 Voting on a Motion.** Voting by voice or a show of hands shall be used unless a member requests a roll call vote. In case of a tie, the motion fails. At the conclusion (or closure) of debate or discussion, the chair shall call for a vote; however, if the chair fails to call for a vote, a majority of the board present may require a vote.

**6.4 Citizen Participation.** Comments and suggestions by the public are highly valued. Those members of the public speaking on items both on the agenda and not on the agenda are limited to three minutes. A person may speak only once on any agenda item. However applicants, or those persons having placed an item on the agenda, will be allowed ten minutes. Time limitations of this rule may be extended by the consent of a majority of the board.

The Texas Open Meetings Act requires 72 hour posted notice of every topic or subject to be considered; this law may prevent the board from considering a subject raised by a member of the public. In this case, the chair or a board member may request the matter be placed on a future agenda for discussion or action.

**6.5 Manner of Addressing the Board.** A person desiring to address the board shall state his or her name and address for the record before proceeding with comments.

**6.6 Remarks to be Germane/Non-redundant.** Public comments regarding agenda items must be kept relevant to the agenda subject; the chair shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, overly redundant, or slanderous remarks may be barred by the chair from making further comments before the board during the meeting.

**6.7 Official Minutes.** The actions taken by the board and a brief summary of the discussion of each topic shall be compiled into written minutes, which shall be reviewed and approved by the board at a subsequent meeting. All items requiring a vote shall be moved by a board member. Each motion will require a second by another board member in order to be considered. The recording secretary shall record the name of the board member making each motion and corresponding second to the motion. A motion must be voted on or withdrawn before another motion for that same agenda item can be considered.

After approval, the chair shall sign the minutes and the staff member will forward the original signed minutes to the City Secretary who will maintain a file of the official minutes for all boards.

All boards have staff members designated by the City Manager to be recording secretaries who are responsible for recording meetings and preparing minutes of all

meetings. In addition to the official minutes, the staff member will prepare a brief synopsis of every meeting and provide it to the City Council so they may be kept informed. The recording secretary shall record all meetings of the board and maintain the recording for the required retention period. If a request is made to attach information to the official board minutes, such information shall be briefly summarized in the minutes and the information retained on file for the required time period for such information.

## **SECTION 7. STANDARDS OF CONDUCT FOR BOARD MEMBERS**

**7.1 Lobbying Prohibited.** The Texas Open Meetings Act was adopted to make governmental discussions and decision-making accessible to the public. Based on the premise that the public's business should be conducted in public, the City Council adopts the following statement: "A board member shall not meet or confer (by phone, in person, email, etc.) with any applicant or representative of an applicant, including but not limited to engineers, architects, attorneys, or others outside of a legally posted meeting." In other words, board members are prohibited from being lobbied with respect to a pending application.

**7.2 Definition of Applicant.** An applicant is defined as a person who requests a matter be considered by a board.

**7.3 Conduct of Board Members:** A board member shall not:

(A) Accept or solicit any benefit or economic gain or advantage, nor use one's position to secure special privileges or exemptions.

(B) Grant any special consideration, treatment, or advantage to a person or organization beyond that which is available to every other person or organization.

(C) Personally represent, or appear on behalf of, the private interests of others with respect to matters before his/her board.

(D) Knowingly attempt, or assist another to attempt, to thwart the execution of any City ordinance, rule, or regulation.

(E) Engage in any dishonest or criminal act or any other conduct prejudicial to the governing of the City.

(F) Make personal, impertinent, or slanderous remarks, either to another member, the Mayor or City Councilmember, a City staff member, or any citizen. Any member who does so should be requested to leave the meeting and may be barred from attendance at the remainder of a meeting. Personal, impertinent, or slanderous remarks made verbally or in print may result in dismissal/removal from the board following a decision by the City Council.

# 2016- 2017 Mayor's Youth Advisory Council Meeting Dates

September 8, 2016

October 13, 2016

November 10, 2016

December 8, 2016

January 12, 2017

February 9, 2017

March 9, 2017

April 13, 2017

May 11, 2017



TO BE CONSIDERED BY THE  
MAYOR'S YOUTH ADVISORY COUNCIL,  
CITY OF KERRVILLE, TEXAS

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SUBJECT: Tour of City Hall

AGENDA DATE: September 8, 2016

DATE SUBMITTED: August 26, 2016

SUBMITTED BY: Kaitlin Berry  
Special Projects Manager

EXHIBITS/INFORMATION:

APPROVED FOR SUBMITTAL BY CITY MANAGER:

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Expenditure	Current Balance	Amount	Account
Required:	in Account:	Budgeted:	Number:
\$	\$	\$	

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

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SUMMARY STATEMENT

Staff Liaison Kaitlin Berry will take the members of the Mayor's Youth Advisory Council on a brief tour of City Hall.

RECOMMENDED ACTION

TO BE CONSIDERED BY THE  
MAYOR'S YOUTH ADVISORY COUNCIL,  
CITY OF KERRVILLE, TEXAS

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SUBJECT: Discuss Council Priorities for the 2016-2017 school year

AGENDA DATE: September 8, 2016      DATE SUBMITTED: August 26, 2016

SUBMITTED BY: Kaitlin Berry  
Special Projects Manager

EXHIBITS/INFORMATION: List of Potential MYAC Activities

APPROVED FOR SUBMITTAL BY CITY MANAGER:

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Expenditure	Current Balance	Amount	Account
Required:	in Account:	Budgeted:	Number:
\$	\$	\$	

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

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SUMMARY STATEMENT

Council members will be given the opportunity to review a list of suggested activities and priorities for the 2016-2017 school year and will have the opportunity to discuss any other initiatives they have an interest in pursuing.

RECOMMENDED ACTION

# MYAC Projects & Priorities

**Focus: To meet the criteria of the stated goals  
and purpose of the Mayor's Youth Advisory Council including:**

- 1. Volunteerism**
- 2. Community Service**
- 3. Feedback to Council**

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## Tour of City Facilities:

- Municipal Court
- Water Treatment Plant
- Water Reclamation Plant
- Police Station
- Fire Station

## Attend 2 City Council Meetings

- Offer the pledge or invocation at one meeting
- Provide a report to City Council once a Quarter

## Attend 1 Board or Commission Meeting

## Guest Speakers:

- Kerrville Visitors and Convention Bureau
- Municipal / County Judge
  - Judge Mark Pristovsky
  - Judge Tom Pollard
- County Commissioner
  - Harley Belew
- Chamber of Commerce
  - Leadership Kerr County - Kim Clarkson
- Kerrville Citizen's Police Academy – Youth
  - Officer Juan Trevizo
- Schreiner University
  - Mentoring Group
  - Government Affairs Class
- Baptist Child and Family Services (BCFS)
  - Brenda Thompson

## Extra Credit Opportunities

## Participation in Special Events

- Triathlon
- Holiday Lighted Parade
- Veterans Day Parade
- Homecoming Parade

## Volunteerism

- River Clean Up
- Adopt a Highway
- Meals on Wheels
- Habitat for Humanity
- Community Gardens
- Veterans Center and VA

## Hospital

- Bingo
- Wreaths Across America
- Playhouse 2000
- Library
  - Reading to children or older adults
  - Crafts
  - P2K

## Community Development Committee

- Develop a list of community priorities from a youth perspective.
- Develop a survey to disseminate to other youth in the community
- Goal is to brainstorm ideas about what Kerrville needs for the future

TO BE CONSIDERED BY THE  
MAYOR'S YOUTH ADVISORY COUNCIL,  
CITY OF KERRVILLE, TEXAS

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SUBJECT: Appoint a Chair

AGENDA DATE: September 8, 2016

DATE SUBMITTED: August 26, 2016

SUBMITTED BY: Kaitlin Berry  
Special Projects Manager

EXHIBITS/INFORMATION: Position Description - Chair

APPROVED FOR SUBMITTAL BY CITY MANAGER:

Expenditure	Current Balance	Amount	Account
Required:	in Account:	Budgeted:	Number:
\$	\$	\$	

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

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SUMMARY STATEMENT

Mayor White will take nominations for a Chair of the Mayor's Youth Advisory Council. Each nominee will be given a minute to speak about why he or she would make a good chair for the Council. Mayor White will hold a vote once each nominee has had the opportunity to speak. In order to be appointed a nominee must receive at least 8 votes.

RECOMMENDED ACTION

Appoint a Chair for the Mayor's Youth Advisory Council.

## **Responsibilities of the Chair**

1. To chair all meetings of the Mayor's Youth Advisory Council
2. To prepare all agendas for council meetings with the assistance of the staff liaison.
3. To motivate individual members and recognize each member's contribution to the council.
4. To delegate appropriate tasks or responsibilities to individual council members.
5. To network with student councils and other youth organizations.
6. To make presentations to City Council with assistance of the Staff Liaison.
7. To represent the Mayor's Youth Advisory Council at any social functions or other meetings where the Mayor's Youth Advisory Council's attendance is required.
8. To call additional meetings in consultation with the staff liaison as necessary.
9. To lead workshops and public meetings as required.

**TO BE CONSIDERED BY THE  
MAYOR'S YOUTH ADVISORY COUNCIL,  
CITY OF KERRVILLE, TEXAS**

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**SUBJECT:** Appoint a Vice-Chair

**AGENDA DATE:** September 8, 2016

**DATE SUBMITTED:** August 26, 2016

**SUBMITTED BY:** Kaitlin Berry  
Special Projects Manager

**EXHIBITS/INFORMATION:** Position Description -Vice-Chair

**APPROVED FOR SUBMITTAL BY CITY MANAGER:**

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<b>Expenditure Required:</b>	<b>Current Balance in Account:</b>	<b>Amount Budgeted:</b>	<b>Account Number:</b>
\$	\$	\$	

**PAYMENT TO BE MADE TO:**

**REVIEWED BY THE FINANCE DIRECTOR:**

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**SUMMARY STATEMENT**

Mayor White will take nominations for a Vice-Chair of the Mayor's Youth Advisory Council. Each nominee will be given a minute to speak about why he or she would make a good vice-chair for the Council. The newly appointed Chair will hold a vote once each nominee has had the opportunity to speak. In order to be appointed a nominee must receive at least 8 votes.

**RECOMMENDED ACTION**

Appoint a Vice-Chair for the Mayor's Youth Advisory Council.

## **Responsibilities of the Vice-Chair**

1. To assume responsibility for the Council Chair in his or her absence.
2. To oversee all work of the Council and foster a positive line of communication with council members.
3. To supervise attendance of council members at their respective meetings, in consultation with the Chair and staff liaison.

TO BE CONSIDERED BY THE  
MAYOR'S YOUTH ADVISORY COUNCIL,  
CITY OF KERRVILLE, TEXAS

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SUBJECT: Appoint a Secretary

AGENDA DATE: September 8, 2016

DATE SUBMITTED: August 26, 2016

SUBMITTED BY: Kaitlin Berry  
Special Projects Manager

EXHIBITS/INFORMATION: Position Description - Secretary

APPROVED FOR SUBMITTAL BY CITY MANAGER:

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Expenditure	Current Balance	Amount	Account
Required:	in Account:	Budgeted:	Number:
\$	\$	\$	

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

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SUMMARY STATEMENT

Mayor White will take nominations for a Secretary of the Mayor's Youth Advisory Council. Each nominee will be given a minute to speak about why he or she would make a good secretary for the Council. The newly appointed Chair will hold a vote once each nominee has had the opportunity to speak. In order to be appointed a nominee must receive at least 8 votes.

RECOMMENDED ACTION

Appoint a Secretary for the Mayor's Youth Advisory Council.



## **Responsibilities of the Secretary**

1. To take minutes for all committee meetings and provide copies to the City Secretary and *staff* liaison.
2. To ensure that council meeting summaries are clear and concise. Motions must be recorded.
3. To mark the attendance of all council members at meetings and events.